



**CITY OF SUNNYVALE
BLOCK PARTY PERMIT REQUEST
408 / 730-7212**

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Name: _____ Date of event: _____

Address: _____ **

SUNNYVALE CA _____ Time (start-finish): _____

Telephone: _____

Email (**print**): _____ (not to exceed 10:00 p.m.)

☐ check here if you wish to be notified by email when approved

Exact location to be barricaded: _____

This is a (**check one**): ☐ New Event ☐ Annual Event – held the last _____ yr/s.

☐ I have spoken to and obtained permission from the neighbors who will be affected by the street closure.

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

Option A: ☐ **I/my representative will pickup and return the barricades and/or cones for this event (\$25.00 refundable deposit).**

- ✓ Fill out this form and mail to Mark Frise, Fire Marshal at:
City of Sunnyvale Fire Prevention Office
505 W. Olive Ave., Suite 150, Sunnyvale CA 94086
or fax to (408) 730-7214
- ✓ Bring your permit and a \$25.00 deposit to the Sunnyvale Corp Yard when picking up your traffic control items. **DO NOT SEND THE DEPOSIT WITH THIS APPLICATION.**

Option B: ☐ **I would like the City of Sunnyvale to deliver and pick up the barricades for this event (\$25.00 non-refundable fee).**

- ✓ Fill out this form and bring in person along with your \$25.00 payment to:
One Stop Permit Center, 456 W. Olive Ave., Sunnyvale CA 94086

Once your request has been approved, a permit will be mailed to you along with dates and times for the pickup and drop-off of the barricades, or instructions for picking them up at the Sunnyvale Corporation Yard.

**** Note: this request MUST be received no later than 48 hours prior to the event**

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(One Stop use only)

☐ CASH ☐ CHECK # _____ CHARGE CODE: 799636-2909

☐ VISA/MC Chg# _____ R# _____

FEES ACCEPTED BY: _____ DATE: _____

(Public Safety use only)

APPROVED: _____ DATE: _____

FIRE: _____ PATROL: _____ DROP OFF: _____ PICK UP: _____

INFORMATION SHEET:

TEMPORARY TRAFFIC CONTROL FOR BLOCK PARTIES

Residents who need traffic control items (barricades and cones) to block streets for block parties can obtain a permit request by calling Public Safety at 408-730-7212. Block party permit requests should be received by the City at least one week prior to the event date, **but in no case will they be accepted after 3:00 p.m. Wednesday prior to the party.**

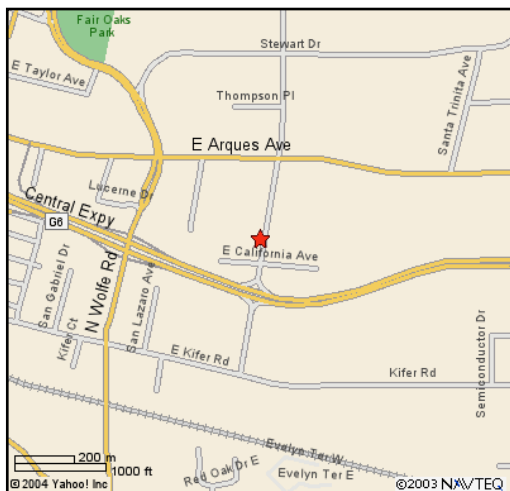
Once the permit request is filled out, residents have two options available:

1. **RESIDENTS PICK UP MATERIALS BY THEMSELVES:**

The filled-out permit request should be mailed to Lt. Mark Frise, Fire Marshal, City of Sunnyvale Fire Prevention Office, 505 W. Olive Ave., Suite 150, Sunnyvale, CA 94086, or faxed to (408) 730-7214. A permit will be mailed back, and with it the residents can go pick up the traffic control items at the Corporation Yard, located at 221 Commercial Street (see map and picture below). The person picking up the items **must** bring the signed permit, along with a \$25.00 deposit in the form of a check, money order, or cashier's check made out to City of Sunnyvale. The barricades and cones can be picked up on Friday, between 7:00 a.m. to 4:00 p.m., and returned no later than the following Tuesday at 4:00 p.m. to avoid forfeit of deposit. The deposit will be returned when all items are given back to the City.

2. **CITY STAFF DELIVER AND PICK UP MATERIALS FOR RESIDENTS:**

If residents would rather have the traffic control items dropped off at the site and later picked up by City staff, they need to bring the filled out permit request to City Hall's One Stop Permit Center, located at 456 W. Olive Avenue, and pay a nominal fee of \$25.00. A permit will be mailed back to them by Public Safety, and Public Works staff will coordinate delivery and pick-up of materials.



CONTACT PHONE NUMBER AT CORPORATION YARD: 408-730-7510